

Adding and Managing Opportunities on Get Connected

How to Post an Opportunity

To post an opportunity on Get Connected:

1. [Log in](#) and go to your organization management area by clicking the **My Organization** button at the top of your screen. If you manage more than one organization, click **My Organizations**, and select from the list provided. By default, you will be taken to the **Edit** tab of your manager view.

VIEW EDIT NEEDS EVENTS STATS

2. Click **Opportunities**.
3. Click **Add New Opportunity** to open the **Create Opportunity** form.
4. Complete the fields in the form. Fields are described below.

Field	Description
Title	Enter an opportunity title.
Description	Enter an opportunity description. If training or a background check is required, you can include that information here.
Initiative	Select the initiative, if applicable, with which to associate the opportunity.
Privacy	Select whether to make the opportunity public (available to all site visitors) or private (available only to an assigned user group, or via a private link).
Duration	Select a duration. Options are Ongoing , Runs Until , Happens On , Multi-date , Custom Shifts , and Recurring Shifts .
Capacity	If applicable, enter the number of volunteer slots available for this opportunity.
Allow Team Registration?	Indicate whether you do not want to allow team registrations, you do want to allow team registrations, or you want to allow <i>only</i> team registrations. When searching opportunities, users can filter opportunities by which opportunities accept (or don't accept) team registrations.
Minimum Age	Select the minimum volunteer age accepted for this Opportunity. Once you've entered an age range (starting with this field), volunteers can search for the opportunities best suited to their age group.

Maximum Age	Select the maximum volunteer age accepted for this Opportunity. Once you've entered an age range (starting with the previous field), volunteers can search for the opportunities best suited to their age group. <i>Tip: if you put the maximum age as 120, the age range will show as min. age+</i>
Family Friendly?	Indicate whether the opportunity environment is family friendly. Volunteers can search specifically for family-friendly opportunities.
Outdoors?	If you select Yes to indicate an outdoor opportunity, you will have the opportunity to provide inclement weather plans. Volunteers viewing this opportunity will see this information in the Details area at the bottom of the opportunity-information page. They will also be able to search all opportunities on your site by which ones are (or are not) outdoors.
Wheelchair Accessible	Indicate whether the opportunity will be wheelchair accessible. Volunteers viewing this opportunity will see this information in the Details area at the bottom of the opportunity-information page. They will also be able to search all opportunities on your site by which ones are (or are not) wheelchair accessible.
Attributes	If you want additional details to stand out from the description above, include them here. Each detail (attribute) must be 200 characters or fewer. Attributes appear in the Details section at the bottom of the opportunity-information page.
Virtual Opportunity	Indicate "yes" if the opportunity can be done at home or at another off-site location.
Address	Enter the address of the opportunity.
Zip Code	(required) Enter the zip code associated with the opportunity. Users can search opportunities by ZIP codes.
Skills & Abilities	Select skills related to the opportunity. Your selections will help the site to match up this opportunity with potential volunteers. Users can also search opportunities by interest.
Additional Notification Recipients	To have certain people copied on all responses to this opportunity, turn this option On and type each recipient's email address on a separate line. Recipients will also be notified when volunteers unregister from the opportunity. An additional notification recipient is not required to have a Get Connected account.
Designate a Site Supervisor	This field allows you to add a site supervisor's name and email. This information will be visible to all users.
Waiver	If a waiver is added, a volunteer must indicate that he or she agrees to it before they can complete their opportunity response. Click Choose File to select the waiver to upload. Acceptable file formats are .doc, .docx, and .pdf.

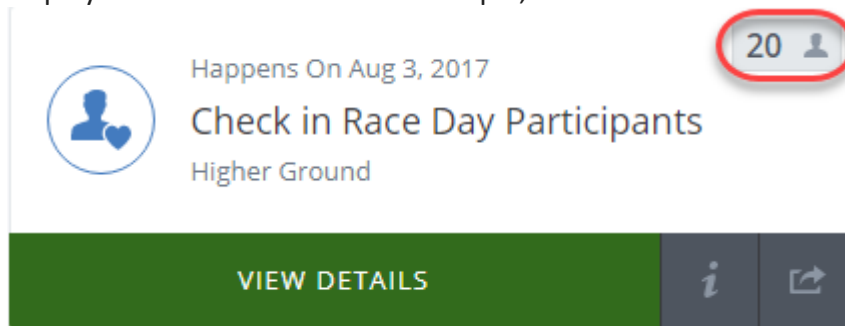
5. Click **Create Opportunity**.

A Note on Runs Until, Happens On, Multi-date, and Shift Opportunities

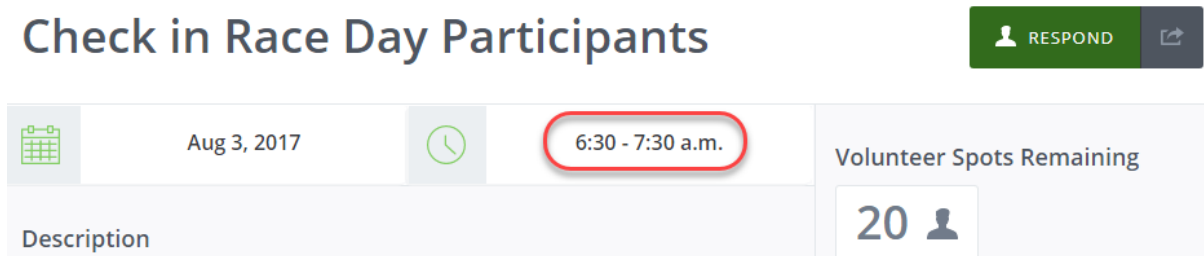
If you indicate that an opportunity will be something other than **Ongoing**, you'll be shown fields for entering more information.

The additional fields (**Capacity**, **Hours**, and **Registration Closed Date**) are optional.

- If you are accepting a limited number of volunteers, enter the number of volunteers needed in the **Capacity** field. The number of available volunteers will be displayed on the public site; as each volunteer responds, the number of available volunteers displayed will decrease. In this example, there are 20 volunteer spots remaining.



- Once the capacity has been met, the opportunity will be displayed as "full," and volunteers will no longer be able to see or respond to it. Those who have responded to the opportunity will still be able to access it via their profile or a saved link.
- If the opportunity is going to take place at a certain time of day, you can enter the time(s) in the **Hours** field. This information is shown on the opportunity information page.



- If you want to indicate a cut-off date for registration (after which volunteers can no longer respond), indicate that date in the **Registration Closed Date** field. Users will still be able to access the opportunity information, but they will not be able to respond after

12:00 a.m. on the date registration closes. The opportunity itself will be displayed as "Closed."

How to Edit an Opportunity

To edit an existing opportunity:

1. In your manager view, click **Opportunities**. All of your organization's existing opportunities are displayed in a table under **Manage Opportunities**.

VIEW EDIT **OPPORTUNITIES** STATS SCHEDULE TIME TRACKING CHECK-IN CHECKED IN NOW

Manage Opportunities

ACTIONS EXPORT RESPONSES EXPORT OPPORTUNITIES SHOW INACTIVE SHOW EXPIRED **ADD NEW OPPORTUNITY**

Active: Users can respond to this opportunity
Pending: This opportunity must be approved by a site admin before users can respond
Inactive: Users are unable to view or respond to this opportunity
Expired: The expiration date on this opportunity has passed, and users are no longer able to respond

Table Filter

ID	OPPORTUNITY TITLE	PRIVACY	INITIATIVE	DATE	STATUS
519630	AmeriCorps Peer Reviewer Edit Responses View	Public		Is Ongoing	Active

Note: Expired opportunities are shown in faded text. To show or hide expired opportunities, click the applicable **Expired Opportunities** button above the table. To sort opportunities by ID, title, date, date type, date added, date updated, or status, click on a column heading. Click **Table Filter** to add or remove columns.

2. Click on an opportunity to edit it (or click the **Edit** link beneath the opportunity title).
3. Make any changes needed.
4. Optional: If you changed the opportunity description, date, time, or address/city/state/ZIP and wish to notify registered volunteers of the change, mark the **Notify respondents of this update** check box.

UPDATE OPPORTUNITY **CANCEL**

☐ Notify respondents of this update?

This notification is not sent for changes to fields other than the ones listed in Step 4 above.

5. Click **Update Opportunity**.

How to Clone an Opportunity

Create the Base Opportunity

To create an opportunity:

1. Go to your organization manager view and click the **Opportunities** tab.
2. Click **Add New Opportunity** on the right-hand side of the screen to open the **Add Opportunity** form.
3. In the title of your opportunity, indicate how the opportunity is unique. (For example, if you'll be creating multiple "Reading Buddies" opportunities for different library branches, you might title the first opportunity, "Reading Buddies - Downtown Branch.")
4. Enter an opportunity description.
Tip: Since you will be cloning the opportunity, make sure the description is generic enough that you don't have to change it each time you clone the opportunity.
5. Complete the other fields as needed, including the **Duration, Opportunity Date, Capacity** (if applicable), and **Hours** fields.
6. Click **Create Opportunity** to save the opportunity.

Clone the Base Opportunity

Once you've created the base opportunity, you can clone it as many times as necessary, once for each version you wish to post.

To clone an opportunity:

1. From your organization management area, click on the opportunity you wish to clone.
2. Scroll to the bottom of the page and click **Clone Opportunity**. Click **Yes** to confirm. Your site will display the cloned opportunity, which will be identical to the base opportunity,

with two differences: The title will include the word "copy" in parentheses, and the duration will be blank.

3. Update the **Title** by (1) removing the word "copy" and (2) indicating how the opportunity is unique. Going with the above example, you might title this one, "Reading Buddies - Uptown Branch."
4. Complete the **Duration** field and any duration details as needed. The duration does not have to be the same as it was in the base opportunity.
5. Update the **Description** and any other fields as needed.
6. Click **Update Opportunity** to save the cloned opportunity.

To clone another opportunity, simply click **Clone Opportunity** again and repeat the process described above.

How to Deactivate an Opportunity

When an opportunity is deactivated, it is no longer displayed on your site, and volunteers can no longer respond to it.

To deactivate an opportunity:

1. In your manager view, click **Opportunities**. All of your organization's existing opportunities are displayed in a table under **Manage Opportunities**. (See image above)
2. Check the box to the left of each opportunity(s) you want to delete.
3. Click on the "trash can" icon in the **Actions** row above the table.
4. Click **Yes** to confirm that you are deactivating the opportunity.

To view an inactive opportunity, click the **Show Inactive** button (shown in the image above).

Notification of Opportunity Response

When a volunteer responds to one of your opportunities, an automated notification goes out to your organization managers and to anyone listed as an additional notification recipient. This

notification shows the opportunity title, volunteer name and email address, and any details and additional notes that the volunteer provided on the opportunity response form.

The volunteer also receives a notification confirming their opportunity response.

Using Volunteer Waitlists

If your site has enabled the waitlist feature, you will be able to view which volunteers have been waitlisted for which opportunities.

Viewing the Volunteer Waitlist

To view the volunteer waitlist for an opportunity:

1. Go to the **Opportunities** area of your site manager panel.
2. Click on the applicable **Edit** link for an opportunity.
3. When the posting page for that opportunity opens, scroll down to the **Waitlist** table at the bottom of the page. The table displays a waitlisted volunteer's name and email address, the date the volunteer was added to the waitlist, the shift they're waitlisted for, and the number of open spots. Note that you can export the waitlist to a spreadsheet as needed.

Waitlist						EXPORT
USER	EMAIL	DATE ADDED	SHIFT	OPEN SPOTS	OPTIONS	
Janet Murphy	janet.murphy@example.com	May 3, 2018	May 7, 2018 10:00am	0		X
Alejandro Garcia	alejandro.garcia@example.com	May 3, 2018	May 7, 2018 10:00am	0		X
SHOWING 1 TO 2 OF 2 ENTRIES						PREVIOUS NEXT

Note: If the opportunity is a non-shift opportunity (i.e., it has a duration of Happens On, Runs Until, or Multi-Date), the shift time may not reflect the actual time of the shift.

Moving a Volunteer from "Waitlisted" to "Registered"

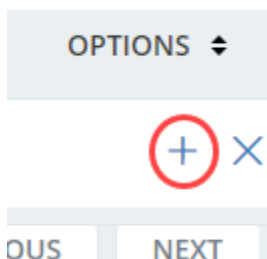
When a spot opens up for an opportunity, the waitlisted volunteers will automatically be notified five minutes after the spot opens. The spot is available on a first-come, first-served basis.

Note: A spot may open up if a volunteer unregisters from an opportunity, or if an organization or program manager or site manager manually removes a response.

Once a spot is available, you have the option to convert someone's waitlist status to a registered response. In the image below, note that there is an open spot for the opportunity displayed:

Waitlist						EXPORT
USER	EMAIL	DATE ADDED	SHIFT	OPEN SPOTS	OPTIONS	
Janet Murphy	janet.murphy@example.com	May 3, 2018	May 7, 2018 10:00am	1	+ X	
SHOWING 1 TO 1 OF 1 ENTRIES						PREVIOUS NEXT

If a spot is available, the **Options** column includes a "plus" icon.



To convert the waitlisted item to a response, click the plus sign, and then click **Yes** to confirm. The volunteer will immediately be notified that they are now registered for the shift, and they will be expected to show up at the scheduled date and time.